

AGR VACANCY ANNOUNCEMENT

ARIZONA AIR NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

5636 East McDowell Road, Phoenix, AZ 85008-3495

PHONE (602) 267-2783; DSN 853-2783; FAX (602) 267-2782

WEBSITE: www.az.ngb.army.mil/hro

ANNOUNCEMENT NUMBER: 03-232A

DATE: 11 August 2003 CLOSING DATE: 9 September 2003

POSITION TITLE, SERIES, GRADE, POSITION NUMBER AND MAXIMUM AUTHORIZED MILITARY GRADE:

AIR OPERATIONS TECHNICIAN, GS-2102-05/07, TC08097000, SSgt

APPOINTMENT FACTORS: OFFICER () ENLISTED (X)

LOCATION OF POSITION:

162nd FIGHTER WING, TUCSON,, ARIZONA

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is **open to current members of the 162nd Fighter Wing, Tucson, Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications as outlined on the reverse of this announcement. **PCS FUNDING IS NOT AUTHORIZED.**

NOTE: Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.

NATIONAL GUARD REQUIREMENTS:

1. If selected, you must be in compliance with physical fitness, height, weight, and body fat measurement standards. You must have completed a medical examination in accordance with AFI 48-123 within the 18 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program.
2. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
3. If selected for an AGR tour, you must, at the time of entry on active duty, have sufficient retainability to complete 20 years of active Federal service before your mandatory separation date (MSD) for officers, or age 60 for enlisted members. In addition, you must be able to serve at least five consecutive years in the AGR program prior to your eligibility for military non-disability retirement or retainer pay.
4. You must meet eligibility requirements of AFM 36-2108 (Airman Classification) and AFI 36-2105 (Officer Classification), and ANGI 36-101 (The Active Guard/Reserve Program).

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

POSITION COMPATIBILITY REQUIREMENTS:

Once the selection is made, the individual(s) must be a member of the Arizona (AIR) National Guard (162ND FW), qualify for and be placed in the following compatible AFSC/MOS/AOC: 1C0X2

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R or a self generated form that clearly justifies each KSA.

1. Skill in oral and written communications.
2. Knowledge of military logistics and procurement.
3. Ability to utilize appropriate regulations for guidance.
4. Knowledge of basic administrative procedures.
5. Knowledge of basic AF Publications and Forms
6. Ability to prioritize and manage several tasks at once.
7. Skill in using multiline phone systems
8. Ability to use basic office software.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (Specialized Experience) may apply. **Individuals applying for AGR positions must submit a NGB Form 34-1 (AGR Application) and AZ Form 34-1 (Arizona AGR Application Supplement).** Applicants may submit a résumé detailing military and civilian experience limited to either paid or nonpaid experience directly related to this position. Listed experience must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant EEO Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications will not receive an adequate evaluation by the Selection Panel if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). For further information call 267-2783/ 2960/ 2789 or DSN 853-2783/2960/2789. **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE.**

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, martial status, membership or nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate in their application package how they meet the requirements listed below in the Specialized Experience area. **Failure to address and justify the Specialized Experience Requirements in your application package will cause you to be considered unqualified for this position.**

SPECIALIZED EXPERIENCE: Individual must have 12 months experience clerical, administrative, or technical experience, which demonstrates applicant's ability to interpret, explain, and/or apply basic rules, regulations, policies and procedures of a Flight Operations program.

BRIEF JOB DESCRIPTION: This position is located in the Scheduling Branch in the Operations Division of a Tactical Fighter Training Group. The position performs scheduling duties necessary to coordinate the flying time of aircrews with available aircraft, tanker support units, and controlled range operations. Coordinates all necessary information and requirements for the preparation and distribution of all flying schedules, ensures daily, weekly and monthly schedules are complete and include aircrew names, number of aircraft configurations, takeoff times, estimated time of flight, local training areas, ranges and other assigned airspace required. Prepares correspondence involving requirements for air refueling missions and tanker support to a higher headquarters. Coordinates the use of unit-controlled airspace. Programs and submits student training class and course requirements to the National Guard Bureau. May be required to assist in the performance of Air Operations Technician duties in other functions within the Air Operations Division including those required in the Command Post. Accomplishes all administrative duties within the Scheduling Office. Trains and monitors lower grade technician and weekend personnel in the flight scheduling functions.

SELECTING SUPERVISOR: LTC Carl J. Thomae